

SAFETY TRAINING COURSE TITLE:		
DATES OF TRAINING: FROM: TO:		TOTAL HOURS OF TRNG
NAME OF EMPLOYEE: (PRINT) LAST FIRST MIDDLE		SERIES AND GRADE:
ORGANIZATION:	COST CENTER:	SSN:
COMMENTS:		
EMPLOYEE SIGNATURE:	NAME OF SUPERVISOR:	INSTRUCTOR NAME:

SMARI Form 385-7, March 2001

Replaces SIORI Form 385-7, which is obsolete

SAFETY TRAINING

PRIVACY ACT STATEMENT

GENERAL: Collection of the social security number (SSN) is authorized by Executive Order 9397.

PURPOSE: The principal purpose for collecting information on this form is to document local safety and health training efforts that ordinarily do not require the completion of DD Form 1556. The requirement to document various safety and health training efforts is set forth by the Occupational Safety and Health Act in 29 CFR 1910.

USE: The SSN will be used as an identifier to match the person completing the training with the correct master record in the Central Personnel Data File (CPDF), as necessary. The use of the SSN is necessary because of the large number of Federal employees who have identical names and birth dates, and whose identities can only be distinguished by the SSN.

EFFECTS OF NONDISCLOSURE: Personal information on this form is voluntary. Failure to provide this information, however, may result in an inability to verify whether the employee has participated in required training.